



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

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Governor



THOMAS H. TRIMARCO
Secretary

KERRY HEALEY
Lieutenant Governor

MEMORANDUM

JOHN O'LEARY
Chief Human Resources Officer

TO: Cabinet Secretaries, Division Directors, Agency Heads, Human Resources Directors and Chief Information Officers

FROM: John O'Leary, Chief Human Resources Officer 
Bethann Pepoli, Deputy Chief Information Officer, ITD 

DATE: November 20, 2006

RE: Guidelines for FY 07 Salary Increases for Technical Pay Law (TPL) Employees

The following guidelines have been established for Technical Pay Law (TPL) salary increases awarded during Fiscal Year 2007. This is essentially the same program as the last two years. The Executive Office of Administration and Finance has approved these changes:

Technical Pay Law Increases:

- The combined total of increases to base pay ("salary increases") **and** one-time payments ("bonuses") to be awarded during FY 2007 **may not exceed a pool of 3% of an agency's total TPL salaries, or a maximum of 6% of the employee's salary.** TPL increases awarded during FY 2007 cannot exceed overall budget pool of 3% of base salary for TPL employees, measured as of June 24, 2006. Agencies who wish to request an exception to this policy, for example for an employee whose performance exceeds expectations, may use the "Procedure for Requesting Exceptions" below.
- Based on a review of 2006 structural salary band increases, a 3% structural increase has been applied to the TPL ranges effective July 1, 2006 as follows:

New FY07 TPL Ranges

TPL A: \$47,500 to \$73,400

TPL B: \$54,600 to \$96,000

- HR Directors and CIOs are encouraged to work together to determine appropriate individual TPL increases. It is strongly recommended that agencies apply compensation rules by not exceeding the private sector survey salary maximum for the specific TPL functional title (see attached survey salary maximums). Good compensation practice dictates that TPL employees should not be paid at a level higher than that paid in the private sector in most cases unless there are extenuating circumstances. Since the survey

data is an average of salaries of organizations which differ in size, when comparing survey maximums to individual jobs, agencies should keep in mind that their agency size might dictate a lower or higher salary than that found in the attached survey.

Example 1: If a TPL A employee with a functional title code of TPL002 has an annual salary of \$70,000, he/she can be awarded up to \$73,400 in FY 2007 (the maximum for a TPL A title), a 4.86% increase to his/her base pay, as long as this does not exceed an agency-wide pool of 3% of total TPL salaries.

Example 2: If a TPL B employee with a functional title code of TPL002 has an annual salary is \$78,000, he/she can be awarded up to \$82,680 in FY 2007 (a 6% increase), as long as this does not exceed an agency-wide pool of 3% of total TPL salaries. However, if applying the recommended parameters, the employee should receive an increase of no more a 4.51% so that the person's base pay does not exceed \$81,520 (the survey maximum for a TPL002).

Example 3: If a TPL A employee with a functional title code of TPL002 has an annual salary of \$66,000, he/she can be awarded up to \$69,960 in FY 2007 (a 6% increase), as long as this does not exceed an agency-wide pool of 3% of total TPL salaries. Agencies who wish to request an exception to this policy, for example for an employee whose performance exceeds expectations, may use the "Procedure for Requesting Exceptions" below.

Example 4: For TPL employees who are at or beyond the maximum salary of their functional titles, agencies should consider giving a one-time bonus to adjust for cost-of-living increases.

Effective Date of Increases

Agencies that wish to pay TPL salary increases effective July 1, 2006 must enter these increases in the payroll system, or submit their request for exceptions to the guidelines to HRD, **no later than December 22, 2006**. If there are no exceptions and the agency is within its 3% pool, then they can go ahead and implement without HRD approval.

Those TPL increases that are entered by agencies or submitted to HRD as exceptions after the December date will be effective no earlier than the date entered on HR/CMS, or the date the exception request is received at HRD.

Procedure for Requesting Exceptions:

1. Prepare the following documentation for submission to the Human Resources Division:

- Completed form "Request for Exception to Technical Pay Law Salary Increase Cap"
- Current position description (Form 30)*
- Current organization chart
- Employee's resume*

* For the employees whose salaries are exceptions only

Note: Although the increase must be supported by achievement of performance objectives that were documented in the EPRS process, do not send copies of the EPRS form.

2. Determine amount of increase to be requested.
3. Complete the form including the amounts and percentage of base pay or one-time bonuses calculated based on the above guidelines for **all** TPL employees within your agency, so that the exception requests can be reviewed in the context of all the other TPL increases in your agency.
4. Submit the form, position descriptions, organization chart, and resumes to the Human Resources Division to Larry Albert, Policy Developer.
5. The form will require the approval of the Information Technology Division (ITD) as well as the Human Resources Division.

If you have any questions related to the above please contact Larry Albert, Policy Developer at 617-878-9740, or by email at: larry.albert@massmail.state.ma.us. You may also contact Ellen Wright, Director of IT Staffing (ITD) at (617) 626-4446 or by e-mail at Ellen.Wright@massmail.state.ma.us. I thank you for your continued cooperation and involvement in this important program.